# SARAH ALBABTAIN

## CONTACT


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## EDUCATION

**Bachelor of Business Administration**

*Imam Abdulrahman bin Faisal University*

*KSA, 2014 – 2018*

- *GPA: 4.54 of 5 (With Second Honorary Degree)*

## SKILLS

- Microsoft Office Skills
  - *(Excel, PPT, W)*
- Strong Communication Skills
  - *Written and Verbal*
- Planning and Analytical Thinking
- Negotiation and Problem-solving
- Time Management
- Teamwork and Leadership
- Fast learner and Self-motivated
- Flexibility
- Ability to Work Under Pressure

## OBEJCTIVE

Highly-motivated Business Administration graduated, Skilled in Leadership, Planning and Communication. Seeking for an opportunity to use my skills to support and grow the business in the company and community.

## INTERNSHIP

**2018, Recruitment Specialist**

Silah Company, Dammam | 5 Aug - 16 Oct.

**2017, Administrative Assistant**

Imam Abdulrahman bin Faisal Hospital (NGHA) | 5 Jul - 14 Sep.

## COURSES

- **2018**, Course in Project Management: Introduction I Doroob
- **2018**, Course in Introduction to Human Resources Function I Doroob
- **2018**, Course in Start Your Own Project Track I IAU
- **2017**, Volunteer to organize the Graduation Ceremony I KFPMU
- **2017**, Participant in University Activities (Project in Open Days)
- **2016**, Attend Scientific Conference of Career Forum

## LANGUAGES

- Arabic – Native
- English – Very Good